

# Manufacturing Process Audit Checklist

Quality, Safety, and Efficiency Across All Manufacturing Operations

Audited by:	Date:	Company:

## Process Flow and Control

- ☐ Verify adherence to the sequence of manufacturing operations.
- ☐ Assess monitoring of critical process parameters at each stage.
- ☐ Review timeliness and accuracy of process data recording.
- ☐ Check availability and accuracy of work instructions and standard operating procedures (SOPs).
- ☐ Confirm implementation of corrective actions for deviations.

## Equipment and Tooling

- ☐ Inspect condition and calibration of machinery involved in the process.
- ☐ Verify tools and fixtures meet process requirements.
- ☐ Assess frequency and documentation of preventive maintenance.
- ☐ Ensure proper use of safety guards and protective devices.

## Quality Control and Monitoring

- ☐ Verify precision and regularity of in-process quality measurements.
- ☐ Review sampling procedures and quality checks at critical points.
- ☐ Evaluate defect prevention and scrap reduction methods.
- ☐ Check maintenance of quality control records and documentation.

## Personnel Competence and Compliance

- ☐ Assess training and qualification of process operators.
- ☐ Verify adherence to safety regulations and quality standards.
- ☐ Check staff awareness of process changes and updates.

## **Material Handling and Traceability**

- ☐ Inspect receipt, preparation, and handling of raw materials.
- ☐ Review storage conditions and material flow within the process.
- ☐ Verify traceability system for materials and semi-finished products.

## **Process Efficiency and Improvement**

- ☐ Analyze cycle times and resource utilization at each step.
- ☐ Review effectiveness of implemented process improvements.
- ☐ Assess identification of issues and corrective action follow-up.